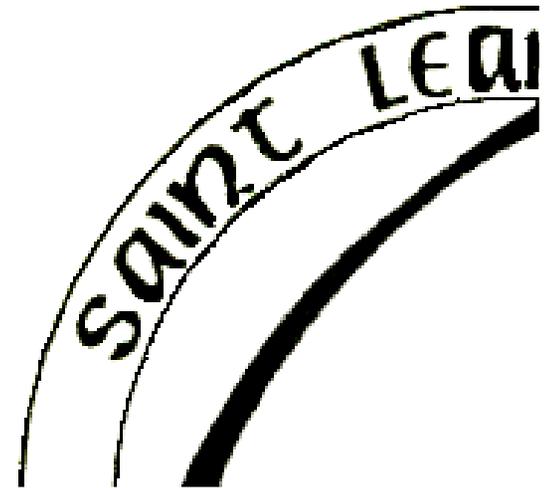


ST. LEANDER SCHOOL

Extended Care Program



SLED
Handbook

2014-2015

MISSION STATEMENT

St. Leander Catholic School, an educational ministry of St. Leander Parish since 1881, empowers prekindergarten-eighth grade students to achieve their highest level of academic success and creative potential in preparation for the challenges of the future. Teachers and families work collaboratively to inspire excellence in a safe and welcoming Catholic environment that supports and fosters each child's spiritual, emotional, intellectual, and physical gifts. We educate and nurture students to live in faith through prayer and service to all.

STATEMENT OF PHILOSOPHY

Saint Leander School graduates students who understand the teachings of the Catholic Church, respect all life, and are committed to serving others. We recognize parents as the primary educators of their children who support and cooperate with teachers to provide curricular instruction and opportunities for varied learning experiences. The school provides a safe and disciplined environment where students are expected to do their personal best as they strive toward academic excellence. Students learn to show respect for themselves and others by demonstrating an appreciation for the cultural, economic and religious diversity of the community.

In an atmosphere of respect and tolerance, students grow in appreciation of their God-given value and the dignity of each person.

EMERGENCY PLAN

In the event of a disaster which does not permit re-entry into the school building, the students will be taken to a safe place on the school grounds. Depending upon the circumstances, students who are not picked up by late evening may be taken to the nearest disaster shelter provided by the city of San Leandro.

INSURANCE

The school insurance covers students in all school programs as well as extended care.

UNIFORMS AND CLOTHING

Uniforms, jackets, sweatshirts and sweaters must be labeled. It is recommended that prekindergarten and kindergarten students have a change of clothing. Check the extended care lost and found box for lost articles. Unclaimed articles will be given to St. Vincent de Paul.

MEALS

Breakfast is not provided. On minimum days, a light lunch will be served. Students will receive an afternoon snack and it is recommended that parents send a light snack if students are in SLED after 5:00 p.m.

WITHDRAWAL

Any family choosing to withdraw from the program should give written notice to the director.

REQUIREMENTS

1. Parents must provide the names and phone numbers of individuals who may pick up their child(ren). Please notify the director of any changes in the emergency information.
2. It is the responsibility of the parent to inform the SLED teacher(s) of any restrictions on physical activity or any special doctor's order.
3. Students must be signed in and signed out by an adult at all times. Parents must sign with full name and write the correct time.
4. Once a student has been signed out, he/she cannot return to the extended care program unless approved by the SLED teacher.
5. Students are expected to behave in a manner consistent with the mission and philosophy of St. Leander School. Disruptive behavior may result in the parent being called to pick up the child. Continued inappropriate behavior may result in dismissal from the program.
6. All fees must be paid on time.

ILLNESS

The program is not set up to care for sick students. If a student becomes ill, the parent will be called to pick up their child. If the parent cannot be reached, the next person on the emergency form will be contacted.

SAFETY

The safety of the students is of primary importance. The safety rules of the school are followed. Fire and earthquake drills are held periodically.

St. Leander School Extended Day (SLED) Grades PK-8 Prekindergarten & Kindergarten License # 010215790

Dear Parents,

The St. Leander School Extended Care program serves school families by providing for the physical and emotional needs of each child. The program offers a positive before and after school experience with recreational and enrichment activities. Students receive individual attention which enhances self-esteem, cooperation, sharing, and caring for each other in a safe, nurturing Christian environment.

This handbook contains policies and procedures important to your child's health and safety and for the basic operation of the program. We welcome your suggestions as we work together to provide a safe and happy experience for your child.

Sincerely,

Lynne Kennedy Mullen
Principal

Lorraine Dutra, Program Leader
Telephone (510) 351-4147

GENERAL INFORMATION

Before and after school care is provided for all students enrolled in St. Leander School and operates as an extension of the school day. The pre-kindergarten and kindergarten program is licensed and meets the requirements set by the State of California.

PROGRAM

Students have a wide choice of activities including:

Arts and Crafts Holiday Celebrations Movies
Daily Homework Indoor Games Outdoor Games
Storytelling

LOCATION

The Extended Care (SLED) program is located in the lower level of the main school building. The pre-kindergarten and kindergarten program is held in the Savino Room. Parents may drop off or pick up students using the door to the SLED room. Students in grades one through eight use the side door off the play yard to enter the extended care. When the walk-in gate is open, parents are to walk around the building to the Davis Street door. Please do not ring the bell on Door #2.

PROCEDURES:

1. The extended care program is open on school days from 7:00 to 8:00 a.m. and 2:45 to 6:00 p.m. including minimum days.
2. Primary students will be walked to the primary school at 7:50 a.m. Students in grades 3-8 may go on the main school yard at 7:50 a.m. when the supervisor is on duty.
3. At dismissal, the primary students are taken to the main building by SLED personnel. Students in grades 3-8 are to go directly to SLED after school.

4. Students in the CYO program are not allowed to go from SLED to the gym unless accompanied by an adult. That adult must check them out and check them in when returning from practice. SLED personnel are not available to take students to the gym or pick them up.

FEES AND FINANCIAL POLICIES

Registration:

Families wishing to use the program must complete the SLED registration form and include the \$50.00 non-refundable fee. If the registration fee is not paid, the drop-in rate of \$4.50 per hour for each child will be charged.

SLED Fees:

\$3.75 per hour each child

SLED Bills:

Billing dates are the 16th and the 1st of each month.

Primary School is dismissed at 2:45 p.m. and Main School building dismisses at 3:00 p.m. Students from the Primary Campus will be walked to the SLED room. Students in the Main School are to go directly to SLED after school is dismissed. Billing starts at 3:00 pm.

SLED fees are billed to the half hour.

Late pick up:

After 6:00 p.m., or before 7:00 a.m. a charge of \$1.00 per minute will be assessed. A phone number and/or cell phone number must be on file for emergency purposes.

Late Fee:

Payments received after the due date will be assessed a \$40.00 fee. Accounts in arrears more than one week after billing date will result in your child not attending SLED.